

Reports to:	Head of Education and Research
Location:	Airfield Estate, Dundrum, Dublin 14
Term of Contract:	Part Time (3days/wk), Fixed Term (3 years, funding dependent)

JOB SUMMARY

To have responsibility for co-ordinating and reporting on the FarmerTime programme, relevant content and administration whilst ensuring a positive experience for the public, students and teachers.

BACKGROUND

Airfield is a 38 acre working educational farm and gardens located in Dundrum, Dublin 14. Our aim is to inspire and enable people to make better food choices (for their health, the planet and their pocket) and we are looking for a passionate, energetic person who will help deliver and support our mission and aims.

The Education Team are responsible for the delivery of a wide and varied number of programmes online, across the Estate and externally for individuals, schools and third level institutions and a key part of this role will be to continue to build our reputation as a centre of excellence for interactive, life-long learning in regard to food, farming and sustainability.

The FarmerTime programme is part of an international and unique initiative that links farmers with the consumers of tomorrow through virtual visits to the classroom throughout the school year. Farmers are beamed into the classroom every two weeks for 15 minutes to talk and meet with the students and introduce them to the farm and all the activities that go on. The aim is to inspire, engage and educate young people about not only the journey from farm to fork but also the everchanging, diverse agricultural industry. Children will regularly chat live to their matched farmer from their classrooms virtually, so they can discuss ideas, ask questions, share knowledge, and gain a 'real-time' understanding of the issues farmers face every day.

MAIN RESPONSIBILITIES

- Coordinate the FarmerTime programme as required which will include (but is not limited to), sourcing farmers and teachers, matching them and Garda vetting farmers.
- Creating adequate resources for farmers and teachers to increase and ease participation in the programme.
- Work with the management team to ensure a high and consistent quality of resources, reports and research into the impact of FarmerTime in Ireland.
- Report on KPI's monthly to assess and monitor impact for Ireland and to feed these to our international partners.
- Working with marketing department to co-ordinate advertise the programme.

- Work with the Digital Marketing Executive to promote FarmerTime online through regular contributions to website, newsletter and social media schedule.
- To be a point of contact for programme stakeholders (farmers, teachers, sponsors and management)
- To collect, interpret and disseminate data collected from research conducted for/by the estate in relation to FarmerTime.
- Promote a high standard of education, utilising an open and honest approach to information dissemination around food, farming and the environment.
- Weekend work and evening work may be required from time to time by your Manager including, but not limited to estate festivals, events, Christmas events and attendance or as a representative of Airfield Estate at seminars or conferences.
- Perform any additional duties that may be assigned by your Manager or as needed in other departments of Airfield as this role evolves.

PERSON SPECIFICATION Likely Qualifications, Knowledge & Experience

- Strong administration skills and very detail orientated, previous admin experience highly desirable
- Preferably experienced in an educational environment
- Proficient in Microsoft Office and have a knowledge of GDPR
- Experience in creating content for websites and/ or social media
- A love for food, farming, nature and the outdoors
- Team player with excellent communications skills
- Excellent time management with the ability to handle multiple projects simultaneously and meet deadlines
- Motivated and a self-starter
- Creative and resourceful

**Please send a CV and cover letter of application outlining why you are interested in the role to
Dr. Kirstie McAdoo, Kirstie.mcadoo@airfield.ie
by
5pm Monday 2th August 2021.**